

## **Pennsylvania Information Management System (PIMS)**

### **CTE Secondary Student Data Quality Control Reports**

The following secondary PIMS CTE quality control reports for the 2011-2012 reporting cycle must be used by LEAs to review the quality of the secondary CTE student data submitted within PIMS. Reports designed to identify erroneous or questionable student level data or data element combinations and to allow LEAs to review CTE specific aggregate statistics. LEAs must use these reports to review, correct and validate PIMS CTE secondary student data before having the LEA chief school administrator sign off on the PIMS CTE Accuracy Certification Statement Form and Report (QC Rpt16 below). The specifications and expectations of each of the reports are listed below.

**QC Rpt01 - CTE Student IDs Not in June 30 Student Snapshot** - Report used to inform LEA when students within LEA CTE Student Fact data were not found within LEA June 30 cumulative Student Snapshot data (creating situation of an incomplete CTE student record within PIMS).

**QC Rpt02 - CTE Students Reported More than Once at a School** - Report used to inform LEAs of any CTE students within CTE Student Fact submission that were reported more than once at the school level. Students must be reported only once at the school level within CTE Student Fact submission.

**QC Rpt03 - Invalid June 30 Snapshot Data for CTE Students** - Report used to inform LEAs of any CTE student data (based on students reported in CTE Student Fact template) reported within June 30 cumulative Student Snapshot that was not proper (format-wise) for the following fields: First Name, Last Name, Middle Name, Social Security Number, Address 1, Address 2, Address 3, City, State and Zip Code.

**QC Rpt03A - List of Statistically Countable CTE Students by School and Program** – Report lists students considered to be statistically countable as CTE enrollees by school and program. A student is statistically counted as a CTE enrollee only when data related specifically to the student's PAsecureID is reported by an educating LEA on both PIMS CTE Student Fact and the June 30 Student Snapshot templates. Review this list to determine if PIMS student records need to be added, deleted or modified.

**QC Rpt05 - Invalid Data Element Combinations** – Report used to inform LEAs of the following:

- CTE Student reported with a special education IEP within the June 30 Snapshot submission; however, the challenge type / disability code is blank within the June 30 Snapshot submission.
- Birth dates that likely need correction.
- Secondary CTE students were reported with zero program hours completed, but nonzero percentage completed.
- Secondary CTE students were reported with nonzero program hours completed, but zero percentage completed.
- CTE students are reported with grade levels that are not 9, 10, 11, 12, or Secondary Ungraded.

**QC Rpt06 – Student IDs from CTE Industry Credential Not on Student Fact and/or June 30 Snapshot** - Report used to inform LEA when students within LEA CTE Student Industry Credential data were not found within LEA June 30 cumulative Student Snapshot data (creating situation of an industry certification not properly linked to a complete CTE student record within PIMS).

**QC Rpt08 - Student CIP-Delivery Method-School Location Template Mismatches** – Report used to inform LEA when student's Industry Credential "CIP Code - Delivery Method Code - Student Location" combination does not match student's "CIP Code - Delivery Method Code - CIP Location" combination in CTE Student Fact. Student location code, CIP Code and Delivery method Code must be the same in both templates.

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#### **QC Rpt08A - List of Statistically Countable CTE Students that Earned Industry Certifications During the Reporting Year**

- Report lists students considered to be statistically countable as CTE enrollees that earned industry certifications during the reporting year by school and program. A CTE student is statistically counted as a earning an industry certification only when data related specifically to the student's PAsecureID is reported on (1) PIMS CTE Student Fact, (2) the June 30 Student Snapshot and (3) CTE Student Industry Credential templates. Review list to determine if student records need to be added, deleted or modified.

#### **QC Rpt09 - Questionable Data Element Combinations**

- Report used to inform LEAs of the following:

- Grade 9 through 11 students reported as graduating in CTE Status Code (codes 40 and 60).
- Grade 9 students reported as dropouts in CTE Status Code (code 71).
- Grade 12 students reported as continuing CTE at the same school (code 10).
- Grade 12 students reported transferring to different school or non-CTE program (codes 22 and 28).
- Grade 12 students reported as completing CTE program and not graduating (code 30).
- Students reported as successfully completing 0.00% of CTE program (indicates student did not successfully complete any technical instructional hours offered by the program).
- Grade 9 and 10 students reported as successfully completing over 50% of CTE program technical hours. Expecting primarily grade 11 and 12 students to be reported with over 50% completion.
- Grade 11 and 12 students reported as successfully completing less than 50% of CTE program technical hours. Expecting primarily grade 9 and 10 students to be reported with less than 50% completion.
- Successfully completed CTE program technical hours for student's grade level seem excessive.
- CTE Student reported a challenge type / disability within the June 30 Snapshot submission; however, the special education code does not indicate a current IEP.
- Secondary (Grade 9 – 12, SUG) CTE students reported less than 14 or greater than 21 years old by the end of the reporting year.
- CTE students reported with more than nine postsecondary credits earned.
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#### **QC Rpt10 - Low or Zero Enrollments in Programs (School-CIP-Delivery Method Level)**

- Report used to inform LEAs of CTE programs with low (less than five) or zero enrollments.

#### **QC Rpt11 - CTE Students with Invalid or Blank Funding District or District of Residence**

- Report used to inform LEAs if CTE students have an invalid funding district or district of residence AUN per PIMS data field specifications.

#### **QC Rpt12 - CTE Special Population Aggregate Statistical Review**

- Report used to provide LEAs School (CIP Location Code) and School-CIP-level CTE Special Population Summary Statistics for review and verification. Statistics based on students submitted on CTE Student Fact and their related special population identifiers within the June 30 Student (cumulative) snapshot.

#### **QC Rpt13 - Aggregate Statistical Review of CTE Students Earning Industry Certifications**

- Report used to provide LEA aggregate statistics for Student-Earned Industry Certifications by school operated CTE program and grade level along with school summary statistics by grade level for review and verification.

#### **QC Rpt14 - Aggregate Statistical Review of CTE Students by CTE Program**

- Report used to provide LEA aggregate statistics for CTE Students by School Operated CTE Programs broken out for the following data group categories and grade level for review and verification.

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### **CTE Secondary Student Data Quality Control Reports**

- Percent of CTE Program Technical Component Completed
- Students by Plan of Delivery
- Students That Earned Postsecondary Credits
- CTE Learning Component Participation
- CTE Student Status

**QC Rpt15 - Aggregate Statistical Review of CTE Students by School** - Report used to provide LEA aggregate statistics for CTE Students by School broken out for the following data group categories and grade level for review and verification.

- Race
- Percent of CTE Program Technical Component Completed
- Students by Plan of Delivery
- Students That Earned Postsecondary Credits
- CTE Learning Component Participation
- CTE Student Status
- CTE Students by Funding/Resident District

**QC Rpt15A - CTE Current and Prior Year Comparison of CTE Enrollments, Concentrators and Participants by School and Program** - Review to determine accuracy of current year data based on change (current year minus prior year). Statistics based on students submitted on both CTE Student Fact and your LEA's June 30 Student (cumulative) Snapshot. Only current year student data may be modified by adding, deleting, or modifying appropriate template data while the current year PIMS summer submission window is open. Changes or additions cannot be made to prior year student data. If current year counts are judged to be accurate, no action is needed.

**QC Rpt15B - CTE Current and Prior Year Comparison of CTE Tech Prep and Occupational Enrollments by School and Program** - Review to determine accuracy of current year data based on change (current year minus prior year). Statistics based on students submitted on both CTE Student Fact and your LEA's June 30 Student (cumulative) Snapshot. Only current year student data may be modified by adding, deleting, or modifying appropriate template data while the current year PIMS summer submission window is open. Changes or additions cannot be made to prior year student data. If current year counts are judged to be accurate, no action is needed.

**ACS QC Rpt16 - Accuracy Certification Statement (ACS)** - Report used to provide LEA-level (multiple CTE schools within an LEA are summarized) aggregate statistics for CTE Students broken out for the following data group categories and grade level for review and verification. The PIMS Accuracy Certification Statement (ACS), for the chief school administrator to sign, prints as the front cover page of this LEA aggregate statistical report. The original signed ACS form and associated LEA summary CTE statistical report must be mailed to PDE and becomes part of the auditable LEA submission review folder.

- CTE Programs
- Race
- Percent of CTE Program Technical Component Completed
- Special Populations
- Students by Plan of Delivery
- Students That Earned Postsecondary Credits
- Industry Certifications Earned
- CTE Learning Component Participation
- CTE Student Status
- CTE Students by Funding/Resident District